



## Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

## JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!  
Close to Bus Routes, Light Rail, & Parking Garages*

**Associate Governmental Program Analyst or  
Associate Administrative Analyst-Accounting Systems or  
Research Program Specialist I**

**Monthly Salary (AGPA) \$4,400-\$5,348; (AAA-AS) \$4,619-\$5,616; (RPSI) \$4,833-\$5,874**

**One Permanent/Full-Time Position**

**Location: Downtown Sacramento**

**Position Number: 443-500-XXXX-XXX**

**Refer to Job ID# J09-014**

**Final Filing Date: October 27, 2009**

*The Managed Risk Medical Insurance Board (MRMIB) is impacted by the Governor's imposed three days a month mandatory furlough. Each employee shall be required to take the first, second and third Friday off each month without pay. This furlough is currently imposed through the completion of the June, 2010 pay period. The amount of the three furlough days will be about a 15% salary reduction from the base salary rates stated on the Job Opportunity bulletin.*

### **General Statement of Duties:**

This position under general direction of the Staff Services Manager, makes studies of the accounting systems and financial organization, policies, procedures, and practices of State agencies and prepares reports containing recommendations; provides consultative service to State agencies; and performs other related work. Typical tasks of this classification include making major analytical studies of the accounting systems of large and complex state agencies; formulating new or revised systems to meet accounting needs; analysis of the application of office machines and other equipment to specific operations; studying costs and formulating unit cost data as necessary to implement surveys; analysis of work flow and layout; establishing standards for the evaluation of work output; evaluation of existing and proposed financial organization, policies, and procedures; preparing factual reports with recommendations based on studies and surveys; preparing manuals of accounting procedures and guides and assisting in the installation of new procedures and systems; advising agency officials on accounting and fiscal problems; analysis of budget requests and making recommendations on their necessity and feasibility; researching legislation pertaining to fiscal matters and revising accounting procedures to conform; interviewing and consulting with departmental officials and officers of outside agencies; and dictating correspondence. Other duties include assist in developing and maintaining contracts for the Board's programs, with a focus on contracts directly related to implementation and ongoing management of the Board's programs. Coordinates the formal procurement processes and acts as a resource to staff on the competitive negotiation processes used to select health plans, program administration contractors and programs evaluation contractors for the Board's programs. Assures that all contracts and interagency agreements meet State and Federal procurement and contract standards. Monitors the administration and program support services purchased through interagency agreements and other contracts, including the Board's contracts for actuarial services. The position may supervise and give advice to administrative analysts on lower levels.

Design, implement, and maintain the fiscal reporting systems for contractors for the Board's three programs. The systems are used to monitor and maintain adequate levels of cash flow to contractors to pay for medical claims, capitation payments, and to provide information for the auditing and performance evaluation of contractors. Act as the Board's liaison with its contractors to assure accurate and timely reporting of financial information and to resolve audit protocol and contract monitoring issues. Analyze the certified audits and financial statements of contractor health plans, and relevant reports on health plans by the Departments of Insurance and Corporations, in order to advise program management on the overall financial soundness of contractors

Assist in developing and maintaining contracts for the Board's programs, with a focus on contracts directly related to implementation and ongoing management of the Board's programs. Coordinates the formal procurement processes and acts as a resource to staff on the competitive negotiation processes used to select health plans, program administration contractors and programs evaluation contractors for the Board's programs. Assures that all contracts and interagency agreements meet State and Federal procurement and contract standards. Monitors the administration and program support services purchased through interagency agreements and other contracts, including the Board's contracts for actuarial services.

Develop and implement systems for reconciling contractor accounts to expenditures. Review, analyze and approve monthly invoices for contracted plans. Provide statistical and analytical support for health, dental and vision plan rate negotiations. Assure compliance regarding accounting and auditing requirements of the federal government. Assist in the auditing of reported incidence of marker diagnoses pursuant to the risk adjustment methodology.

#### **Other Expectations**

- Ability to multi-task and meet tight deadlines.
- Demonstrates a commitment to perform duties in a service-oriented manner.
- Demonstrates the ability to work independently as well as a member of a team.

#### **Who May Apply:**

Individuals at the Associate Governmental Program Analyst' Associate Administrative Analyst-Accounting Systems or Research Program Specialist I (Spec) level or who have list or reinstatement eligibility to these classifications may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at [www.spb.ca.gov](http://www.spb.ca.gov)). In Section 12 of the application enter **Job ID# J09-014 and Position # 443-500-XXXX-XXX** and the basis for appointment eligibility. Send to:

**Managed Risk Medical Insurance Board  
1000 G Street, Suite 450  
Sacramento, CA 95814  
Attn: Robin Conover – Personnel**

**Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: October 27, 2009.**

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.